

I.A.S.S. CONSTITUTION

1.0 PREAMBLE

All individuals in the employ of the Lester B. Pearson School Board as support personnel may be members of this association which shall be called the Independent Association of Support Staff of the Lester B. Pearson School Board / Union Indépendante des Employés de Soutien de la Commission scolaire Lester-B.-Pearson.

Definitions

The following terms shall mean:

IASS LBPSB

Independent Association of Support Staff of Lester B. Pearson School Board

UIES CSLBP

Union Indépendante des Employés de Soutien de la Commission scolaire Lester-B.-Pearson.

LBPSB

Lester B. Pearson School Board

AGM

Annual General Meeting

SGM

Special General Meeting

Goals and Objectives

The Association shall at all times endeavour to achieve unity within diversity; to conduct its operations with efficiency and dispatch in order to realize the following goals:

- i. to protect and enhance the rights and welfare of its members;
- ii. to protect the professional, the economic and the social welfare of its members;
- iii. to promote the professional development of its members;
- iv. to negotiate and apply Collective Agreements on behalf of its members;
- v. to provide the membership with means of communication, cooperation and consultation with other organizations;
- vi. to provide assistance and advice to the members in their professional duties;
- vii. to play a positive role in the community.

2.0 ELIGIBILITY

2.1 An individual who is in the employ of LBPSB as support personnel and who is not excluded by

virtue of his/her functions according to the provisions of the Quebec Labour Code shall be eligible for membership in the association provided:

- a) s/he shall pay an initiation fee as stipulated in Section 3.0 Dues;
- b) s/he shall pay regularly the dues required by this Constitution as determined by the AGM, an SGM or referendum;
- c) s/he shall agree to abide by the Constitution of the Association, and the resolutions adopted by a General Meeting, a Special General Meeting or referendum.

2.2 For the purposes of the above Section, agreement shall be construed to have been given by the act of signing his/her membership application form.

2.3 Each year the Secretary shall prepare a list of members of the Association for purposes required at the AGM. The agenda shall be published in all schools and centres for the AGM.

3.0 DUES

3.1 The initiation fee for any individual entering the employ of the board as support personnel on or after March 1st 2001 shall be \$2.00;

3.2 The membership dues for individuals employed full-time or part-time or on leave of absence shall be set from time to time as circumstances warrant by the AGM, an SGM or a referendum;

3.3 The membership dues for individuals employed on an hourly basis shall be set from time to time as circumstances warrant by the AGM, an SGM or a referendum.

4.0 EXECUTIVE

- 4.1 The Executive members shall be the President, the First Vice-President, the Second Vice-President, the Secretary, the Treasurer, together with two (2) Directors.
- 4.2 The Executive members shall be elected for a period of two (2) years according to the procedure outlined in Section 5.
- 4.3 The Executive members shall attend all meetings of the Representatives' Assembly and shall have the right to vote.

5.0 ELECTION OF THE EXECUTIVE

- 5.1 No later than 30 days prior to the election the Chairperson of the Election Committee shall send to the Representatives in all the establishments, schools and centres:
 - a) notices calling for nominations for all Executive positions;
 - b) copies of Articles 5.1, 5.2, 5.3;
 - c) copies of Election Procedures to be posted in a prominent place in all schools, centres and establishments immediately upon receipt.
- 5.2 A nominee must submit:
 - a) an Association Official Nomination Form. This form may be obtained at the Association office. The Association Official Nomination Form requires the written consent of the nominee as well as ten (10) signatures from members of the Association who shall be drawn from at least two (2) different schools, centres or establishments of LBPSB.
 - b) a curriculum vitae, which must include the specific year(s) and name(s) of school(s), centre(s) or establishment(s) in which s/he served as an Association Representative; and must be filed with the Chairperson of the Election Committee within fifteen (15) calendar days of the call for nominations being issued.
- 5.3 A nominee must be an Association member in good standing for at least two full academic years.
- 5.4 The Election Committee shall determine that the nominations are in good order as per Articles 5.1, 5.2 and 5.3. The Committee shall publish a list of all such nominations stating the Executive position for which each nomination was made and detailing the curriculum vitae of each

nominee, and the names and schools, centres or establishments of the nominators, this list to be sent to the Representative(s) in all schools, centres or establishments within seven (7) calendar days of the close of nominations.

- 5.5 All nominees shall be presented at the Annual General Meeting by the Chairperson of the Election Committee and shall each be permitted to address the meeting.
- 5.6 The election of the Executive shall be held by secret ballot at the AGM in conformity with the Election Procedures provided for in Appendix I. The Executive members so elected shall take office thirty (30) days after the results of the election are confirmed.

6.0 MEETINGS OF THE EXECUTIVE

- 6.1 The Executive of the Association shall hold regular meetings. At each meeting the date and time of the subsequent regular meeting shall be set;
- 6.2 Any emergency meeting of the Executive may be convened by fifty percent (50%) of the Executive or the President;
- 6.2 The quorum for Executive meetings shall be 50% of its members;
- 6.3 The President shall preside at Executive meetings; the First Vice-President or another Executive member empowered by the President shall preside should the President be absent.

7.0 DUTIES OF EXECUTIVE MEMBERS

7.1 The **President** shall

- a) work full time for the Association and conduct the day to day operation of the Association;
- b) preside and chair at all meetings of the Executive, all meetings of the Representatives and all meetings of the membership;
- c) at the invitation of any individual school, centre or establishment, attend its meetings;
- d) sign and execute all contracts or agreements in the name of the Association;
- e) be the signing officer for the Association;
- f) be authorized to spend up to, but no more than, \$500.00 at a time without authorization of the Executive Committee;
- g) ensure on behalf of the Executive that all employees of the Association are efficiently discharging their duties;
- h) be an ex-officio member of all committees of the Association;
- i) be the Chairperson of the Negotiating Committee in which capacity s/he shall act as Chief Negotiator unless s/he chooses to delegate this responsibility;
- k) represent the members on all matters regarding **IASS LBPSB** and actively promote the objectives of the Association;
- l) file or cause to have grievances filed on behalf of the members when deemed necessary;
- m) submit a report to the AGM.

7.2 The **First Vice-President** shall:

- a) perform such duties and exercise such powers as are assigned to her/him by the President and/or the Executive;
- b) or may be a member of the Negotiating Committee;
- c) in the absence or incapacity of the President and at the request of any individual school, centre or establishment, attend its meetings;
- d) in the absence or incapacity of the President assume the duties and responsibilities of the President;
- e) be authorized to co-sign all cheques and payments duly approved by the President and/or the Executive.

7.3 The **Second Vice-President** shall:

- a) perform such duties and exercise such powers as are assigned to her/him by the President and/or the Executive;
- b) or may be a member of the Negotiating Committee;

- c) in the absence or incapacity of the President and the 1st Vice President and at the request of any individual school, centre or establishment, attend its meetings;
- d) in the absence or incapacity of the President and the First Vice-President assume the duties and responsibilities of the President;
- e) be authorized to co-sign all cheques and payments duly approved by the President and/or the Executive.

7.4 The **Secretary** shall:

- a) be responsible for recording and circulating the minutes of the Executive meetings to the Executive and the minutes of the Representatives Assembly to the Representatives at least five (5) days prior to the subsequent meeting;
- b) ensure that representation on the Representatives Assembly is assessed in conformity with Section 11.0;
- c) ensure maintenance of accurate membership lists;
- d) draw up the membership roll in November of each year, confirm the number of Representatives to which each school, centre or establishment is entitled, and circulate to each school, centre or establishment a list of duly-elected Representatives of the Association;
- e) refer any proposed amendment(s) to the Constitution to the next meeting of the Representatives Assembly following receipt of the proposed amendment(s) and shall send the text of the proposed amendment(s) to each school, centre or establishment at least ten (10) days before any General Meeting or referendum;

7.5 The **Treasurer** shall

- a) be Chairperson of the Finance and Budget Committee in which capacity s/he shall present the budget;
- b) have the care and custody of all the funds and securities of the Association and oversee the deposit of same in such bank or banks or with such depository or depositories as the Executive may direct;
- c) be required at all reasonable times to exhibit the books and accounts to any member of the Association;
- d) have a supervisory function over all Executive expenditures;
- e) be authorized to co-sign all cheques and payments duly approved by the President and/or the Executive.

- 7.6 The **Directors** shall
- a) be full members of the Executive and thereby represent the membership;
 - b) shall perform such duties and exercise such powers as are assigned to her/him by the President and/or the Executive;

8.0 DUTIES AND POWERS OF THE EXECUTIVE

- 8.1 The Executive shall administer the assets of the Association.
- 8.2 The Executive shall conduct routine business, supervise all the services of the Association and attend all meetings of the Representatives Assembly;
- 8.3 The Executive shall have the right to engage and discharge all employees of the Association in accordance with the policies of the Association.
- 8.4 The Executive shall have the right to initiate proposed amendments of the Constitution as per Article 17.1.

9.0 RESIGNATION AND REMOVAL OF MEMBERS OF THE EXECUTIVE

- 9.1 A member of the Executive may resign by forwarding a signed statement to that effect to the Executive;
- 9.2 A member of the Executive must resign immediately if he/she changes employer;
- 9.3 Any member of the Executive who absents (him) herself from three (3) consecutive meetings of the Executive Committee shall vacate (his)her seat on the Executive, of which previous notice with agenda of said meeting having been given to the members of the Executive, unless such absences are deemed justifiable by a resolution at a regularly called meeting of the Executive.

10.0 VACANCIES ON THE EXECUTIVE

- 10.1 Vacancies on the Executive shall be filled by appointment by the remaining members of the Executive;

*10.2 The appointment so made shall remain in effect until the next Election of the Executive.

11.0 THE REPRESENTATIVES' ASSEMBLY

- 11.1 The Representatives Assembly, composed of the Executive and of Representatives duly elected in accordance with the provisions of Section 12.0 shall:
- a) be a consultative body in which the Executive and membership may inform each other concerning all aspects of Association activities;
 - b) be a policy-making body.
- 11.2 The Representatives Assembly shall:
- a) determine the policies of the Association in any given year subject to such directions as the membership may give either at a General Meeting or by referendum;
 - b) supervise the application of the Constitution of the Association;
 - c) receive as notices of motion resolutions from any meeting of the Association members in a school, centre or establishment;
 - d) approve or amend the Association Rules of Order for the Representatives' Assemblies;
 - e) approve or amend the Association Election and/or Referendum Procedures.
- 11.3 The Representatives Assembly shall hold regular meetings during the school year. Special meetings may be summoned by the President on his/her initiative, or by him/her when petitioned by at least ten (10) Representatives from at least five (5) schools, centres or establishments, or by the Executive.

* Amendment to 10.2 of the Constitution—Membership Vote Annual General Assembly, November 27, 2015

- 11.4 Notice of regular meetings shall be mailed together with the agenda to the Representative in each school, centre or establishment with sufficient copies for notice boards, five (5) days before the date of the meeting.
- 11.5 The quorum of the Representatives Assembly shall be fifty percent (50%) of its total members.
- 11.6 Decisions shall be by simple majority of those voting “yea” or “nay”.

12.0 IASS LBPSB REPRESENTATIVES

12.1 Representation

Each school, centre or establishment should elect from among the members of **IASS LBPSB** on its staff, Representatives as follows:

- a) one (1) for the first twenty (20), or any fraction of twenty (20), **IASS LBPSB** members in active service at the school, centre or establishment;
- b) one (1) for every additional twenty (20), or major fraction of twenty (20), **IASS LBPSB** members in active service at the school, centre or establishment.

12.2 Term of Office

The term of office shall be two (2) years.

12.3 Eligibility

In order to hold office as Representative in a school, centre or establishment, the candidate shall

- a) be an active member
- b) have a minimum of three (3) years experience in the capacity of support staff personnel in a school board and a minimum of one (1) year experience as support staff personnel in LBPSB.

12.4 Resignation and/or Removal of Representatives

- a) a member of the Representatives’ Assembly may resign by forwarding a signed statement to that effect to the Executive;
- b) a member of the Representatives’ Assembly must resign immediately if he/she changes employer;
- c) any member of the Representatives’ Assembly who absents (him)herself from three (3) consecutive meetings of the Representatives’ Assemblies, of which previous notice

with agenda of said meeting having been given to the members of said Representatives’ Assembly, shall vacate (his)her seat as a Representatives’ Assembly member, unless such absences are deemed justifiable by a resolution at a regularly called meeting of the Representatives’ Assembly.

12.5 Vacancies

- a) Vacancies on the Representatives Assembly shall be filled by appointment by the Executive;
- b) The appointment so made shall remain in effect until the end of the school year;
- c) If, at the end of the school year, the position where the vacancy occurred still has one (1) year remaining in its term of office, then the remainder of that term shall be filled by holding a by-election in the school, centre or establishment;
- d) Such by-election shall be held in accordance with Article 12.1 and the applicable sections of the Constitution.

13.0 DUTIES OF REPRESENTATIVES

13.1 All Representatives shall be responsible for attending all Representatives’ Assembly meetings.

13.2 Representatives shall be responsible for calling meetings in their schools, centres or establishments as soon as possible within the week following a meeting of the Representatives’ Assembly in order to report on said Assemblies.

13.3 The Representative shall be responsible for forwarding a list of members by category of employment in his/her school, centre, or establishment to the Secretary of the Association by October 15th of each year.

13.4 The Representative, assisted by the other Representative(s), shall receive all the circulars and relevant mail, and shall be responsible for posting information, and, in all necessary ways, of assuring that all members are fully informed of the affairs of the Association.

13.5 The Representative, assisted by the other Representative(s), shall be responsible for the conduct of all ballots which are requested by the Representatives Assembly.

14.0 GENERAL MEETINGS

- 14.1 All members in good standing are eligible to attend General Meetings;
- 14.2 Notice and agenda of General Meetings shall be received in schools, centres and establishments at least five (5) days before the date of the meeting;
- 14.3 A quorum for a General Meeting shall be one hundred (100);
- 14.4 A General Meeting shall adopt or modify the Constitution;
- 14.5 The agenda for General Meetings shall be prepared and circulated by the Executive;
- 14.6 Without prior notice, a motion may be made from the floor at a General Meeting to place any item at any place on the agenda for discussion. The President's ruling on the admissibility of the item, based on its urgency and importance, may, on appeal, be set aside, without debate, by a two thirds (2/3) vote of those present at the General Meeting;
- 14.7 Any registered member has the right to vote. Motions will be adopted if approved by majority of active members present and voting "yea" or "nay" at the General Meeting.
- 14.8 Special General Meetings may be convened at the discretion of the Executive, or by petition of one hundred (100) or more members from at least five (5) schools, centres or establishments;
- 14.9 The Annual General Meeting shall be convened by the President no later than June 1st.
- 14.10 The Annual General Meeting shall receive written reports from committees of the Association and shall act as it deems fit on any recommendations contained in such reports.
- 14.11 The Annual General Meeting shall study and adopt the accountant's report.

15.0 REFERENDA

- 15.1 Referenda shall be held in conformity with Appendix II - Referenda Procedures, as approved by the General Assembly and subject to amendment by that body.

16.0 RULES OF ORDER

- 16.1 The Association's Rules of Order as approved by the General Assembly and thereafter subject to amendment by that body, shall

be followed at all meetings of the Association.

17.0 AMENDMENTS TO THE CONSTITUTION

- 17.1 An amendment of the Constitution may be proposed as follows: The Executive, or any ten (10) members of the **IASS LBPSB** drawn from at least three (3) schools, centres or establishments, may file the text of a proposed amendment with the Secretary who shall forward it to the next meeting of the Representatives Assembly.
- 17.2 The Representatives Assembly shall decide by simple majority whether to proceed with the amendment or not.
- 17.3 In the case of an affirmative vote, the Representatives Assembly shall decide by simple majority vote whether to present the proposed amendment to the membership at a General Meeting, or to proceed by referendum, at the same time fixing the date for the General Meeting or referendum, as the case may be.
- 17.4 The Secretary shall then send the text of the proposed amendment to each school, centre and establishment at least ten (10) days before the General Meeting or referendum.
- 17.5 The amendment will be adopted if approved by a two thirds (2/3) majority of active members present and voting "yea" or "nay" at the General Meeting, or of those voting "yea" or "nay" in the referendum.

18.0 COMMITTEES

- 18.1 The Standing Committees of the Association shall be:
 - a) Finance and Budget Committee
 - b) Election Committee
 - c) Negotiating Committee
- 18.2 Ad hoc committees may be created by the Executive on its own or following a recommendation from the Representatives Assembly.
- 18.3 Unless otherwise stipulated elsewhere in the Constitution, all committees shall be subject to the following provisions:
 - a) The Chairperson of each ad hoc committee shall be chosen by the committee from among its own ranks, unless the President of the Association decides to chair said committee.

- b) The membership of
 - i. all standing committees shall be selected by the respective committee chairperson who shall give due attention to names suggested by the Executive, by the Representatives Assembly or by the membership at large;
 - ii. all committees, standing and ad hoc, shall be submitted to the Executive for ratification.
- c) All committees shall
 - i. report to the Executive;
 - ii. submit written reports to the Executive to be distributed at the AGM.

19.0 SPECIAL PROVISIONS FOR CERTAIN COMMITTEES

- 19.1 **Finance and Budget Committee**
The Treasurer of the Association shall be the Chairperson of the Finance and Budget Committee; his/her duties as such are set out in 7.5.
- 19.2 **Election Committee**
- a) The Election Committee shall consist of five (5) members to be elected by the Representatives' Assembly at its first meeting of the school year to act for two (2) years. Should any member of the Committee be a candidate in any given election, s/he shall be replaced immediately for the duration of that election by a member of the Representatives Assembly appointed by the Executive;
 - b) The duties of the Committee are set forth in Section 5.
- 19.3 **Negotiating Committee**
- a) The President of the Association shall be Chairperson of the Negotiating Committee in which capacity s/he shall act as Chief Negotiator unless s/he chooses to delegate this responsibility;
 - b) The First Vice-President and the Second Vice-President shall or may be members of the Negotiating Committee.

20. FISCAL YEAR

- 20.1 The fiscal year of the Association shall begin on the first day of July and shall end on the thirtieth day of June.

21.0 GENERAL BANKING PRACTICES

- 21.1 A bank account or bank accounts shall be kept in the name of the **IASS LBPSB** in such chartered bank or banks as may from time to time be selected by the Executive. All monies belonging to the Association shall be paid into such bank or banks or with such depository or depositories as the Executive decides and all cheques payable upon the Association's bank account or bank accounts shall be signed by any two (2) authorized members of the Executive;
- 21.2 All bills of exchange, promissory notes, and other negotiable instruments shall be accepted, made, drawn or endorsed for or on behalf of the Association by two (2) authorized members of the Association. Cheques and other negotiable instruments paid to the Association's bankers for collection and requiring the endorsement of the Association may be endorsed on its behalf by such Executive member as may from time to time be authorized by resolution of the Executive.
- 21.3 All records of money paid to the Association shall be signed by the Treasurer or anyone whom he or she or the President may appoint, and such receipts shall be an effectual discharge for the monies therein stated to be received.

22.0 INDEMNIFICATION

- 22.1 Provisions shall be made in the budget for the indemnification of any member of the Association who shall incur verifiable expenses for the benefit of the Association while executing authorized functions.

23. RECORDS

- 23.1 All books, documents, including banking documents, files and all other permanent records of the Association shall be kept at the offices of **IASS LBPSB**.

APPENDIX I

Election of Executive – Procedures

1. The Association Representative in each school shall be responsible for the distribution of all information and documentation pertaining to the election to the members in his or her school, centre or establishment, unless s/he is a candidate in the election or is otherwise unable to act. In such a case, the Executive shall appoint a deputy;
2. At least two (2) weeks prior to the Annual General Meeting, the Association office shall submit to each school an up-to-date list of all the Association members working in the schools, centres or establishments. This list shall be posted by the Association Representative and any errors or omissions shall be brought to the attention of the Association office. Immediately prior to the election the Association office shall issue to all schools, centres and establishments a reminder publicizing all necessary details pertaining to changes to the list.

3. In an annual election for any contested position, the Association shall publish and distribute on a one-per-member basis a full page (8 1/2 x 11) for each candidate for that position who submits:

An original copy, which must include their name and the position they are running for, and may include:

- a) curriculum vitae
- b) list of nominators
- c) statement
- d) picture (note - will be photocopied)

Candidates are responsible for layout and translation.

This original must be received by the Chairperson of the Election Committee no later than 5:00 p.m., four (4) working days after the close of nominations;

4. Voting shall normally take place in a school, centre or establishment of LBPSB previously publicized by the Election Committee;
5. An up-to-date list of members eligible to vote shall be available at the entrance of the Assembly room;
6. Voting shall start only after the candidates will have had the opportunity to address the Assembly;
7. Before voting starts, ballots will be given accordingly to those individuals responsible for the distribution of such;
8. Door(s) of the Assembly room shall be shut before the distribution of ballots starts and nobody shall be allowed in the room thereafter for the purpose of voting;
9. Ballots shall be distributed by individuals designated specifically by the Election Committee. Under no circumstances ballots should be:
 - a) distributed outside the assembly room;
 - b) removed from the assembly room by any voter;
 - c) given to other than Association members in good standing who alone may vote for candidates for the following offices:
 - i. President
 - ii. First-Vice-President
 - iii. Second-Vice-President
 - iv. Secretary
 - v. Treasurer
 - vi. Directors (2).

10. Ballots will be marked with a check or a cross within the appropriate square; any other marks or inscriptions on the ballot shall invalidate the ballot. Any voter who has accidentally spoiled his/her ballot shall immediately tear it in half in the presence of the Chairperson of the Election Committee, who shall place the torn ballot in an envelope and issue a new ballot.
11. The counting of the votes will be conducted at a table specifically installed for that purpose in a secluded area of the Assembly room by the members of the Election Committee who shall, under the supervision of the Chairperson of the Election Committee, open the ballots, count and record the votes; each candidate may be present at this time, if s/he so wishes.
12. When the count is finished, all members of the Election Committee present shall sign a statement verifying the results, which the Chairperson of the Election Committee shall announce immediately to the members present at the assembly and cause to be published in the schools, centres and establishments within the next ten (10) days.
13. Should the difference in votes between the leading candidate and the runner-up for any office be fewer than twenty-five (25), the Chairperson of the Election Committee shall automatically authorize a recount of their votes to take place, if necessary, the following day.
14. Any Association member who has cause to believe that there has been an irregularity in the election procedure shall submit a statement in writing to the Chairperson of the Election Committee within ten (10) calendar days of the publication of the results in the schools, centres and establishments, giving the particulars of the alleged irregularity and furnishing such reasonable proof of same as s/he may possess. The Chairperson of the Election Committee shall without delay convene a meeting of the Election Committee to which s/he shall invite the complainant and any interested parties. If, after hearing the evidence, the Election Committee is of the opinion that the charge is substantiated, in part or in whole, it shall then decide whether to order a recount, or to order a new election. The findings of the Election Committee shall be published in all schools within five (5) calendar days of the hearing.
15. The ballots shall be kept in the Association office for two (2) months following the election.

APPENDIX II

Referendum Procedures

1. The Association Representative in each school shall act as the Returning Officer in that school. Should s/he be unable to act, the Election Committee shall appoint a deputy.
2. Two weeks prior to a referendum, the Association office shall submit to each school an up-to-date list of all Association members working in schools, centres and establishments. This list shall be posted by the Association Representative and any errors or omissions shall be brought to the attention of the Association office. Immediately prior to the referendum the Association office shall issue to all schools, centres and establishments a reminder publicizing all necessary details pertaining to changes to the list.
3. All voting shall normally take place in the schools, centres and establishments on the day specified by the Chairperson of the Election Committee. However, should an emergency (flood, fire, etc.) necessitate vacating a school on the day fixed, the Association Representative shall inform the Chairperson of the Election Committee as soon as possible and other arrangements for voting will be made, if at all possible. Furthermore, should a specified activity in a school, centre or establishment (professional day, etc.) result in the majority of the Association members being out of the school, centre or establishment on the date set for the referendum, the Association Representative shall inform the Chairperson of the Election Committee as soon as possible. The Chairperson of the Election Committee shall be empowered to allow such schools, centres or establishments to vote on

the one (1) or two (2) school days preceding the date set for the referendum. No voting shall take place after the date set for the referendum.

4. Voting in each school, centre or establishment must take place:
 - a) in clearly specified polling areas which shall be publicized beforehand by the Returning Officer;
 - b) at times throughout the school day previously publicized by the Returning Officer, and up to thirty (30) minutes after the work day.

Notwithstanding section (b) above, the Returning Officer may declare the polls closed if the full membership of that school has voted.

5. Two (2) days before the referendum a number of ballots equal to the number of the Association members in his/her school shall be delivered to the Association Representative. In addition, extra ballots shall be delivered on the following basis to the Association Representative:

No. of Association Members		
Extra Ballots		
1	-	40
		3
41	-	80
		5
81	-	120
		7

The Association Representative:

- a) should immediately notify the Association office of their receipt;
- b) shall be responsible for their safekeeping until they are returned to the Association office.

If, in accordance with Article 1 above, the Association Representative is not the Returning Officer, the above duties and responsibilities shall be assumed by the Returning Officer.

6. Ballots shall under no circumstances be:
 - a) distributed throughout the school, centre or establishment;

- b) placed in the hands of voters outside the polling areas;
- c) inserted in the mail boxes of voters;
- d) removed from the polling areas by any voter;
- e) given to other than Association members in good standing who alone may vote in the referendum.

7. A polling station will be established for those members of the Association staff who are Association members, or for those members of the Association Executive who may be present at the Association office on the day of the vote. In addition, members on leave of absence who have paid their annual fee have the right to vote at this polling station. It may also be used as an emergency polling station should circumstances warrant, at the discretion of the Chairperson of the Election Committee.

8. Ballots will be marked with a check or a cross within the appropriate square; any other marks or inscriptions on the ballot shall invalidate the ballot. Any voter who has accidentally spoiled his/her ballot shall immediately tear it in half in the presence of the Returning Officer, who shall place the torn ballot in an envelope and issue a new ballot.

9. The counting of votes will be conducted in each school immediately after the close of poll by the Returning Officer in the presence of a witness. The Returning Officer and a witness shall account for all ballots (used, unused, spoiled), record the vote and sign the tally sheet. All ballots (used, unused, spoiled,) and the tally sheet shall be placed in the envelope provided and sealed.

10. The Returning Officer shall be responsible for arranging the delivery of the sealed envelope to the Association office no later than 7:00 p.m. that evening, signing the sheet provided and indicating the time of deposit of the ballots at the Association office. However, if due to extenuating circumstances, the Returning Officer is unable to comply with the foregoing, s/he must contact the Chairperson of the Election Committee at the Association office no later than 7:00 p.m. the day of the referendum in order to report the results of the vote. In this case the Returning Officer must see that the ballots are delivered no later than 7:00 p.m. on the following day, signing the sheet provided and indicating the time of deposit of the ballots at the Association office. If this procedure is not followed, the vote from the school will be disallowed.

11. The count must be held on the day following the referendum. The counting of the votes will be conducted at the Association office by the members of the Election Committee who shall under the supervision of the Chairperson of the Election Committee, each handling the envelope of only one (1) school at a time, open the sealed envelope, count and record the votes.
12. When the count is finished all members of the Election Committee present, shall sign a statement verifying the results. The Chairperson of the Election Committee shall announce them immediately and cause them to be published in the schools, centres and establishments within the next ten (10) days.
13. Should the difference in the votes of the referendum be fewer than twenty-five (25), the Chairperson of the Election Committee shall automatically authorize a recount to take place, if necessary, the following day.
14. Any Association member who has cause to believe that there has been an irregularity in the referendum procedure shall submit a statement in writing to the Chairperson of the Election Committee within ten (10) calendar days of the publication of the results in the schools, centres and establishments, giving the particulars of the alleged irregularity and furnishing such reasonable proof of same as s/he may possess. The Chairperson of the Election Committee shall without delay convene a meeting of the Election Committee to which s/he shall invite the complainant and any interested parties. If, after hearing the evidence, the Election Committee is of the opinion that the charge is substantiated, in part or in whole, it shall then decide whether to order a recount in the school or schools affected, to invalidate the referendum results from the school or schools affected, or to order a new referendum. The findings of the Election Committee shall be published in all schools within five (5) calendar days of the hearing.
15. The ballots shall be kept in the Association office for two (2) months following the referendum.

